

NEXT STEP PROGRAM

Are you 15-19
years old?

Are you feeling
lost and unsure
of what your
next move is?

Would you like
to discuss indus-
try training
options?

Or simply
get some advice
on alternative
study options?

Improve your
chances of em-
ployment?

JobQuest offer 3 packages that assist young people to overcome life's hurdles and get on the right track to achieving their goals.

Book your 1st consultation for **FREE** to discuss your future with an experienced JobQuest Youth Consultant.

FREE Initial Consultation



Identify your strengths



Goal setting



Choose a package that suits you...



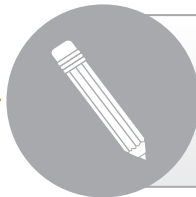
Receive a **FREE** individualised action plan



1

HELP ME I'M LOST*

Where to now?



2

GET ME OUT OF HERE*

School to alternative training



3

SHOW ME THE MONEY*

School to employment

**Additional fees apply*

Contact us to book your **FREE** initial consultation:



andrew@jobquest.org.au



(02) 4960 9024



Visit our website for a full list of JobQuest services including Nationally Recognised Training.

All packages are customisable and tailored to suit your needs.
Group packages available upon request.

Looking for a job can be tough!



Once you have made it to an interview, make sure you make the best impression you can with these helpful hints.



TOP 10

INTERVIEW TIPS

- 1 Look the part.**
Dress appropriately for the job you are applying.
- 2 Tick Tock!**
Be on time for the interview; arrive 10 minutes early.
- 3 Be interested.**
Show enthusiasm, have knowledge about the employer and industry. Make it clear you REALLY want the job.
- 4 Know your stuff.**
Research the company and industry.
- 5 Take a breath!**
It is normal to be nervous. Take your time to answer questions you are asked and ask questions if you do not understand what the interview is asking.
- 6 Go it alone!**
Don't bring a friend or family member into the interview with you.
- 7 Your resume is the key.**
Have a well formatted professional resume that showcases your skills. Be honest on your resume, the interviewer will be asking you questions about it.
- 8 Make the right impression!**
Make good eye contact, always greet with a hand shake, smile and be mindful of your posture and language.
- 9 Don't be afraid to ask!**
Have a relevant question ready to ask the interviewer. It looks great if you are interested in knowing more about the job and company.
- 10 Follow up.**
Be patient, but if you have not heard anything call 3 days after you expected to hear from them.

BEFORE YOUR INTERVIEW

CHECKLIST

Have I got:

- Spare copies of resume and application letter
- Pen and notebook
- Portfolio: May include original references, certificates, exam results along with copies you can leave with the interviewer/s.
- Examples of relevant work (if applicable)
- Details of interview: Time, address & interviewer's name
- Brief information about the business for last minute review on way to interview
- Umbrella (if necessary)
- Hair comb or touch up toiletries

Am I:

- Wearing an appropriate outfit for the job I am applying for that is clean and ironed?
- Wearing minimal makeup?
- Well groomed and showered?
- Taking a positive attitude with me to the interview?
- Wearing earphones or have my phone visible?
(Be sure to turn phone off and remove all distractions)



**Want more information
on how JobQuest can help you?**

Call us today

 **(02) 4960 9024**

JobQuest Newcastle